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13 May 1983

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3. DDA Quarterly

The Office of Security's Quarterly Review for the DDA was held on 9 May. Discussions focused on the PARC Program, polygraph, staff RIP's, SAA processing time, automated information handling technology, and [redacted]

[redacted] The review was well received and feedback has been favorable. [redacted]

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4. Senior Secretarial Conference

A conference for Office of Security senior secretaries and field office administrative assistants was recently held at Headquarters. The Security Education Group coordinated the

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effort and assisted in a schedule which included discussions of office management, Performance Appraisal Reports, EEO awareness, changes in the Office, and internal office programs. Attendees responded enthusiastically, and the Security Education Group has termed the conference a success.

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5. Inspector General Inspection

[ ] stated that the Inspector General's Agency-wide survey for compliance with Executive Order 12333 has begun. He advised that the survey will take four to five months to complete, and that [ ] will be the focal point within the Office. [ ]

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6. Summer-Only Employees

[ ] advised that [ ] summer-only employees will enter on duty with the Office of Security in the next several weeks. He asked that each component make the most of the extra help, and he commented that all personnel should make an effort to meet them and give them a general understanding of the Agency. [ ]

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7. Polygraph

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[ ] stated that general interest in the polygraph continues to be high. [ ]

[ ] He mentioned, also, that the Office of Technology Assessment, which does research and development for the Legislative Branch, has begun a study for Capitol Hill on the validity and reliability of polygraph testing. [ ]

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10. SEG Orientation

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The Security Education Group will presents its quarterly, one-day special orientation for new clericals on 19 May. The orientation is directed at familiarizing new clericals with the functions and mission of the Office of Security, and affords them an opportunity to meet several OS managers.

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